Wyoming Department of Health Office of Healthcare Licensing and Surveys

Home Health Agency

Paperwork Requirements for State Licensure

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	Proof of a fidelity bond of no less than \$2500 augmented in relation to the number of employees.
	3.	Verification of Department of Family Services central registry check on self and/or manager, and all employees hired.
	4.	Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down to the client care level.
	5.	Qualifications administrator including resume and supporting documentation.
	6.	Qualifications of supervisory nurse including resume, supporting documentation and professional license number.
	7.	Copy of agreement with consulting nurse, if applicable
	8.	Copy of policy and procedure on quality management program.
	9.	Copy of policy and procedure on client rights.
	10.	Copy of written grievance procedure.
	11.	Copy of policy and procedure indicating there shall be one person designated responsible for maintaining the confidentiality of personnel records.
	12.	Copy of policy and procedure on employee health, including communicable disease information.
	13.	Copy of policy and procedures on advance directives.
	14.	Copy of policy and procedures on homemaker services and training. (If your agency will not be providing homemaker services you must submit written documentation stating such.)